

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PUBLIC HEALTH PROGRAM SPECIALIST**

Jurisdictional Class: **Competitive**

Date Adopted: **11/24/03**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **17**

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for planning, coordinating and implementing a specialized public health program to provide services to the public or a designated group of the public as defined by the goals and priorities of the program. Incumbent has responsibility for program development, coordination and management, community relations and networking, educational promotion, program outreach, funding and budgeting. Work is performed under the general direction of the Public Health Director with wide latitude allowed for independent judgment and initiative. Supervision may be exercised over other employees, who may include professional, para-professional or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs and coordinates a public health program developed to provide health and related human services to the general population or a designated segment of the population;

Coordinates the educational, medical and social work components of the program;

Designs program services to improve health care, public health educational services and disease control;

Develops strategies, establishes objectives and provides services by coordinating and networking with other Health Department staff, other community social, health and medical providers, and public and private community organizations;

Assists in preparing grant or other funding requests for the county and/or other agencies; seeks out additional funding sources;

Assists in media campaigns;

Prepares preliminary budget to include projected needs;

Compiles data by using related resources and prepares reports as needed;

Attends and participates in meetings and conferences.

WHEN WORKING IN PROGRAM RELATED TO TERRORISM OR EMERGENCY RESPONSE:

Prepares and maintains department's emergency preparedness and response plan, particularly related to terrorism;

Assist in the assessment of local public health emergency preparedness and response capabilities and insure deficiencies are addressed in a plan;

Act as liaison with local emergency planning and response partners, serve on committees and attend local, regional and state meeting;

Assist the Nursing Division with Emergency Department surveillance as mandated by the NYSDOH and follow-up on any suspicious disease clusters;

Develop a plan for receiving, storing, repackaging and distributing the National Pharmaceutical Stockpile and other pharmacy and supply items during a bioterrorism event;

Prepares a response plan which includes educational components involving staff, hospital staff, emergency responders and county government officials; recommend changes in the plan or its execution as needed;

Reviews legal releases governing inter-agency and inter-county mutual assistance during a public health emergency.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

PUBLIC HEALTH PROGRAM SPECIALIST

Establishes methods for inter-agency communication during a public health emergency, including the use of short-wave radio, cellular and hard-wired telephone, computer and/or other communication devices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of principals and practices of public health program administration; good knowledge of current public health issues, problems and concerns; good knowledge of community health and related human and social services organizations; working knowledge of epidemiology and disease control measures; working knowledge of the principles and techniques of supervision; ability to communicate both orally and in writing; ability to work well with others; ability to address groups; good computer skills.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a health related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of professional level experience in planning or administering a community service, human service or health program; **OR**
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires frequent travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.